

Approved For Release 2001/08/13 : CIA-RDP78-07317A000100290001-2

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

OFFICE OF ELINT



~~CONFIDENTIAL~~

SD-030-74

31 JAN 1974

MEMORANDUM FOR: Records Administration Branch, DD/M&S
THROUGH: DD/S&T Records Management Officer *flm*
SUBJECT: Records Control Schedule 92-70

1. The Office of ELINT (OEL) requests approval to amend our records control schedule (92-70). The new amendment provides for a new category of records, i.e., Cable Reference Files and the associated disposition instructions. If this new category is adopted as submitted, then paragraph c, Item 3, Chronological files should be deleted from the schedule.

2. If additional information is required please contact Mr. [REDACTED]

flm
Chief, Support Division
OEL/DD/S&T

Attachment:

Records Control Schedule
(3 pages)

CLASSIFIED BY [REDACTED]
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E.O. 11652, EXEMPTION CATEGORY:
§ 5B(1), (2), (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
<i>Omput</i>
(if less impossible, insert date or event)

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SENDER WILL CHECK	CLASSIFICATION	DATE
UNCLASSIFIED	CONFIDENTIAL	SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	RECORDS ADMINISTRATION BRANCH, DD/M&S		
2	2E42 Headquarters		
3	<i>Pat</i>		<i>PN</i>
4			
5	<i>C/RAB</i>		<i>CM</i>
6	<i>Pat</i>		

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks: According to [REDACTED] these are cables similar to those of the Agency Cable Secretariat. OEL, as well as OSA & OD&E, manage their own cable secretariats which are not duplicative of each other. Cable Secretariat has a disposition instruction of 60 years retention, on microfilm, lcc at the R.C. and lcc at Cab.Sec. This 60 years was mandatory for DDO requirements. OSA has 25 years retention on microfilm with microfilm file retained either in current file or at R.C. OD&E has hard copy retired to R.C. for destruction after 15 years. OSA and OD&E disposition is based on their needs. OEL wanted to destroy theirs after (over)

STATINTL

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
SD/OEL - [REDACTED]	
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SECRET	

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only a few years but Sal insisted on the 25 years because they are relatively new. **Approved For Release 2001/08/13 : CIA-RDP78-07317A000100290001-2**
I cannot judge as yet whether these reference files will prove to be of value. He did not want them prematurely destroyed without a longer period of time to prove their value or worthlessness. The record copies of cables from each secretariat are filed in the project or other substantive files. Experience has shown me that perfection in filing records copies where they belong is not always 100% foolproof. I'm inclined to go along with Sal on the 25 years since the schedules will be reviewed periodically in the future and this item will be reviewed again and again with each review.

Pat

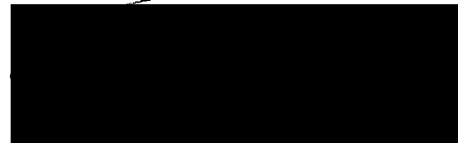
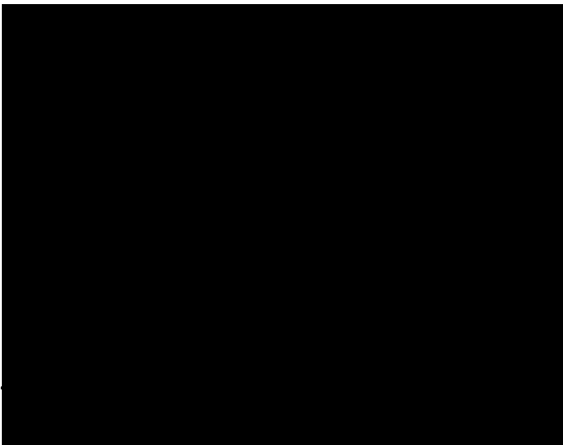
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RECORDS DISPOSITION AUTHORITY

Records Control Schedule 92-70 for the Office of ELINT
is approved and authority hereby given to implement the
disposition instructions therein.

Approvals:

STATINTL



STATINTL

3 December 1969
Date

Review

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RECORDS CONTROL SCHEDULE			SCHEDULE NO.	STATINTL
OFFICE, DIVISION, BRANCH			SIGNATURE	DATE
Office of ELINT/DD/S&T			[REDACTED]	3 NOV 1969
Chief of Staff/OEL				
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	<p><u>Policy Files</u></p> <p>Consists of correspondence, memoranda, cables, dispatches, etc. which document the policies, planning and coordination of the Agency's ELINT operations. This file also includes records that reflect the internal organization and policies necessary to the coordination and direction of offices within OEL. These records are held subjectively by the Executive Offices of ELINT for the Director of ELINT.* Period covered - 1965 to present.</p> <p>*These files are held by the Executive Offices, which include the Staff, Analysis Division (AND), Air Systems Division (ASD), Ground Systems Division (GSD), or Special Systems Division (SSD).</p>	5.0	<p>Permanent: Disposal not authorized in accordance with General Records Schedule 19, Item 1.* Break files annually or at such times as volume considerations render the retention of these records in active file space impracticable. Retire to the Agency Archives and Records Center.</p> <p>*General Records Schedules are issued by the General Services Administration as disposition standards for records common to several or all Governmental Agencies under the Records Disposal Act of 1943 and Federal Records Act of 1950.</p>	

ITEM NO.	DISPOSITION INSTRUCTIONS	
2	<u>Regulatory Issuances</u> <p>A. <u>OEL Issuances</u></p> <p>Consists of complete set of Office of ELINT (OEL) Directives and Notices which constitutes the OEL records set. Period covered - 1962 to present.</p> <p>B. <u>Other</u></p> <p>These files contain regulatory issuances of the DD/S&T and the Agency. Period covered - 1962 to present.</p>	<p>1.0 Permanent: Disposal not authorized in accordance with General Records Schedule 16, Item 1. Maintain on a current basis. Retain superseded issuances for an additional 1 year period. Retire to the Agency Archives and Records Center.</p> <p>2.0 Temporary - These issuances are non-record to the Office of ELINT. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference purposes.</p>
3	<u>Chronological Files</u> <p>These files consist of copies of correspondence and memoranda originated in OEL. These records are filed chronologically by date and numerically. Covering the period 1962 to the present as follows:</p> <p>* 1965 A. Files dated prior to and through 1964. These files constituted the Policy Files of the Director of ELINT (D/OEL) prior to 1964/1966.</p> <p>B. Files dated subsequent to 1965 and serve only as background and reference sources.</p> <p>C. These files consist of extra copies of cables originated in or received by OEL. These cables are filed chronologically. Period covered - 1968 to present.</p>	<p>13.0 Permanent: Disposal not authorized in accordance with General Records Schedule 19, Item 1. When no longer needed for reference purposes, retire to the Agency Archives and Records Center.</p> <p>20.0 Temporary: Break files annually, retain an additional 2 years and destroy.</p> <p>15.0 Temporary: Break file annually, retain 6 months and destroy.</p>

* changed per phone call [redacted] 12/21/78

ITEM NO.	APPROVED FOR RELEASE 2001/08/13 : CIA-RDP78-07317A000100290001-2	DISPOSITION INSTRUCTIONS
4	<u>Planning, Programming and Budget Files</u>	
	<u>A. Policy and Program Files</u>	3.0
	<p>These files are concerned with OEL budget formulation and execution, audits and other matters concerning program management, funding, and development for OEL. These files are held subjectively by the Executive Offices of ELINT for the D/OEL. Period covered - 1966 to present.</p>	<p>Permanent - Disposal not authorized in accordance with General Records Schedule 5, Item 1. Break files annually or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Agency Archives and Records Center.</p>
	<u>B. Subject Files</u>	3.0
	<p>These files consist of correspondence and other documents related to the administration of the PPB Section, as well as the development of program documents and budgets. These files are held subjectively by the Executive Offices of ELINT for the D/OEL. Period covered - 1965 to present.</p>	<p>Temporary - Disposal authorized in accordance with General Records Schedule 5, Item 3. Break files annually or at such time as volume considerations render the retention of these records in active file space impracticable. Hold an additional year and destroy.</p>
5	<u>Project Files</u>	121.0
	<p>These files contain pertinent information to OEL. These files are case files arranged alphabetically by project name and consist of memoranda, correspondence, dispatches, reports, copies of proposals, project outlines, budget information, progress reports, etc., pertaining to OEL. Period covered - 1961 to present.</p>	<p>Permanent - Disposal not authorized in accordance with General Records Schedule 19, Item 3. Retain on a current basis. When no longer needed for reference or operational purposes, screen for duplicate copies and extraneous materials and retire to the Agency Archives and Records Center.</p>

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ITEM NO.		F. Approved For Release 2001/08/13 : CIA-RDP78-07317A000100290001-2		DISPOSITION INSTRUCTIONS	
6	<p>Training facility operated and maintained by OEL. Files consist of training material, budget, travel, chrono, personnel, cables, transmittal manifest, organization and policy files. Period covered - 1963 to present.</p>	3.0	Permanent - Disposal not authorized in accordance with General Records Schedule 19, Item 3. Retain on a current basis. When no longer needed for reference or operational purposes screen for duplicate copies and extraneous materials and retire to the Agency Archives and Records Center.		
7	<p><u>Subject File</u></p> <p>Contain records necessary to the general administration and operation of OEL. This relates to the following subjects - appropriations, briefings, committees, logistics, organization, management, personnel, security, training, travel, equipment, supplies, dispatches, liaison, budget, collection policies, etc. Filed alphabetically by subject. Period covered - 1963 to present.</p>	50.0	Temporary - Disposal authorized by General Records Schedule 19, Item 9. Break files annually, or at such time as volume considerations render the retention of these records in active file space impracticable. Hold an additional year and destroy.		
8	<p><u>Background and Reference Files</u></p> <p>Consist of classified and unclassified publications used for reference purposes. These files include technical catalogs, electronic handbooks, NIE's, TMS, publications, technical manuals, technical operating manuals, articles from contractors; WAC charts; ONI, OSI, FMSAC, NSA, SIC Reports; frequency allocations; publications index. Also included are memoranda, correspondence, briefing material, country or area files, signal and radar files, aircraft files, USSR general files, flight date files, etc.</p>	630.0	Temporary - Disposal authorized in accordance with General Records Schedule 16, Item 10. Retain on a current basis. Dispose 6 months after final action on project, or 3 years after completion of report if no final action taken, or when no longer needed for reference purposes.		

ITEM NO.	F	A	Approved For Release 2001/08/13 : CIA-RDP78-07317A000100290001-2	DISPOSITION INSTRUCTIONS
9		4.0		Temporary - Disposal authorized by General Records Schedule 19, Item 2b. Destroy when superseded or obsolete or upon termination of membership or when no longer needed for reference purposes.
	<p><u>SIGINT Committee Files</u></p> <p>These files consist of case files of SIGINT Committees, including copies of correspondence, telegrams and other documents reflecting SIGINT Committee Action, copies of S and SC series of USIB publications, as well as NSA and Ad Hoc working group of ELINT Committees' material. These records are maintained for background and reference use only. USIB maintains the record copies for the Agency. These files are maintained subjectively by the Executive Offices of ELINT for the D/OEL. Period covered - 1963 to present.</p>			
10		16.0		Temporary - Disposal authorized in accordance with General Records Schedule 19, Item 14. Destroy when superseded, obsolete, or no longer needed for reference purposes, except for library materials. Return to CIA library.
	<p><u>Situation Room Briefing Files</u></p> <p>This room serves as the OEL briefing and support center for all OEL activities. The material held in this activity consists of Joint Intelligence Community publications, teletypes, cables, correspondence, pertaining to Electronic Order of Battle, Missile Engineers' Handbook, Jones' World Aircraft, Radar Systems, Dictionary of Guided Missiles and Space Flight, Maps, graphics, charts, other large size material 5" x 8" Eltex cards used in the analysis of ELINT data, and project books which provide a reference document to OEL projects. These materials are used as briefing aids by the D/OEL and members of his staff. Period covered - present.</p>			

ITEM NO.	FILE ORIGIN, DATE, AND DISPOSITION INSTRUCTIONS	CLASSIFICATION	DISPOSITION INSTRUCTIONS
11	<p><u>Administrative Files</u></p> <p>These files are those of the Support Branch, OEL, and consist of correspondence and other documents as follows:</p> <p>A. <u>Subject Files</u></p> <p>These files consist of documents related to the general administration of OEL, including organization and management, briefings, and other personnel, security, and logistical matters. These documents are filed by subject. Period covered - 1963 to present.</p> <p>B. <u>Personnel Files</u></p> <p>These files are those maintained in the Support Branch, as the "soft files" for OEL personnel, and are not the official personnel files of the Agency. These files contain personnel actions, fitness reports, forms, correspondence, cables, and other documents pertaining to applicants, assignments, training, processing, and other matters concerning the administration of OEL personnel. These files are maintained alphabetically. Period covered 1963 to present.</p> <p>C. <u>Budget and Finance Files</u></p> <p>These files consist of instructions, narrative and statistical statements or requirements, preliminary estimates, office estimates, copies of budget presentations and related papers. These papers are filed subjectively. Period covered - 1963 to present.</p>	<p>10.0</p> <p>8.0</p> <p>11.0</p>	<p>Temporary - Disposal authorized in accordance with General Records Schedule 19, Item 9. Break files annually, or at such time as volume considerations render the retention of these records in active file space impracticable. Hold an additional year and destroy.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 1, Item 18. Maintain on a current basis. Retain for 6 months after termination or transfer of the employee. Screen and forward material not previously forwarded to the Records and Services Division, Office of Personnel, or the gaining office.</p> <p>Temporary - Disposal authorized in accordance with General Records Schedule 5, Item 4. Break files annually at the end of the fiscal year. Dispose of these records 1 year after the close of the fiscal year covered by the respective budget.</p>


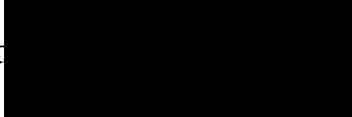
ITEM NO.	DESCRIPTION	RETENTION	DISPOSITION INSTRUCTIONS
11	Administrative Files (Cont'd)		
	D. <u>Logistics Files</u>	8.0	Temporary - Disposal authorized in accordance with General Records Schedule 3, Item 3. Break files annually, retain an additional year and destroy.
	1. <u>Subject Files</u> - These files consist of correspondence and other documents pertaining to the Support Branch. These files are maintained subjectively by the Executive Offices of ELINT for the D/OEL. Period covered - 1963 to present.		
	2. <u>Procurement and Supply Files</u> - These files consist of requisitions, property accountability records, and other documents pertaining to procurement and supply functions. These files are maintained subjectively and numerically. Period covered - 1963 to present.	17.0	Temporary - Disposal authorized in accordance with General Records Schedule 3, Items 9 and 10. Retain on a current basis and 2 years after the completion of an action, audit, or file closing.
	3. <u>Reference Files</u> - These files consist of handbooks, manuals, catalogs, and other reference publications relative to the procurement and supply function. These publications are maintained by subject. Period covered 1963 to present.	5.0	Temporary - Maintain on a current basis. Destroy when superseded, or obsolete, or no longer needed for reference purposes.
12	<u>Document Control Files</u>	17.0	Temporary - Disposal authorized in accordance with General Records Schedule 18, Item 3. Retain until the respective document has been either destroyed or transferred from OEL, then remove to an inactive file. Purge the inactive file every 2 years.
	These files contain Forms 238, 312, and 1225 used to record the receipt, routing and disposition of documents received in or forwarded by OEL. These files are maintained either alphabetically by source or numerically by control number. Period covered - 1963 to present.		

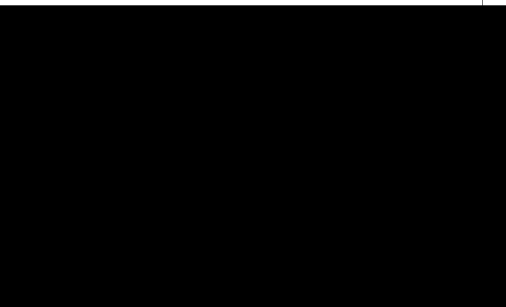
ITEM NO.	DESCRIPTION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
13	<p><u>Mail Control Files</u></p> <p>These files consist of Courier Receipt Forms 240 and 240a, Form 615, and others used for the purpose of document receipt accountability. These files are maintained either by source or control number. Period covered - 1963 to present.</p>	12.0	Temporary - Disposal authorized in accordance with General Records Schedule 12, Items 6 and 7. Maintain for 2 years and destroy.
14	<p><u>Requirements and Evaluation Files</u></p> <p>These files consist of copies of ELINT requirements from USIB, DIA, OSI, FMSAC, etc., used in the preparation of semi-annual evaluations of ELINT projects. These files are also used in establishing justification for the renewal of ELINT collection projects. Record copies of the USIB requirements are maintained by the USIB. Period covered - 1961 to present.</p>	10.0	Temporary - Disposal authorized in accordance with General Records Schedule 16, Item 10. Retain on a current basis. Retire to inactive files 6 months after final action on the requirement. Hold in inactive files for 3 years and destroy.
15	<p><u>Contract Proposal Files</u></p> <p>These files consist of copies of unsolicited proposals to be considered for research and development contracts. Included is information on bidder's capabilities, technical approaches to the problem, and other related material. These records are maintained alphabetically by the Division Project Officers. Period covered - 1963 to present.</p> <p>A. Proposals resulting in authorized projects.</p>	5.0	Permanent - Disposal not authorized in accordance with General Records Schedule 19, Item 12a. Transfer successful proposals to respective project file.

ITEM NO.	FILE OR FOLDER	FORM	DISPOSITION INSTRUCTIONS
15	<u>Contract Proposal Files (Cont'd)</u>		
	B. Rejected proposals.	10.0	Temporary - Disposal authorized in accordance with General Records Schedule 19, Item 12b. Retain in inactive files for 1 year, and retire to the Agency Archives and Records Center. Destroy 4 years after receipt in the Records Center.
16	<u>Contract Progress Report Files</u>	10.0	Temporary - Disposal authorized in accordance with General Records Schedule 19, Item 14. Destroy when no longer needed for reference, or when superseded or obsolete.
	These files consist of duplicate copies of reports concerning progress being made on active research and development projects. These records are maintained alphabetically by the Division Project Officers. Period covered - 1964 to present.		
17	<u>Service Contract File</u>	5.0	Temporary - Disposal authorized in accordance with General Records Schedule 3, Item 4a.1. Place in inactive files on final payment. Retain an additional year and retire to the Agency Archives and Records Center. Destroy 5 years after receipt in the Records Center.
	These files consist of external service contracts, task orders, reports and related correspondence covering services rendered by outside contractors on technical equipment in support of ELINT operations. These files are maintained alphabetically by contractors. Period covered - 1964 to present.		
18	<u>Top Secret Control File</u>	1.0	Temporary - Disposal authorized by CIA Top Secret Control Officer, Office of Security, ruling of 12 August 1964. Destroy 10 years after documents shown on form are downgraded, destroyed, transferred to the Agency Archives and Records Center, or sent outside the control point.
	Consists of copies of Form 36 used in lieu of log to record receipt, internal routing, and final disposition of Top Secret material received by, originated within, or dispatched within OEL. Period covered - 1963 to present.		

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19	<p><u>ELINT Data Files</u></p> <p>Consists of materials collected and maintained by individual analysts and used in the analysis of intelligence toward the preparation of final reports. Material consists of field operator logs, navigation plots, overlays, dispatches, cables, laboratory analysis, work reports, magnetic tapes of ELINT missions, etc. These are filed numerically by the field assigned mission number.</p> <p>A. Mission folders that document final reports of each ELINT collection mission. Period covered - 1961 to present.</p> <p>B. Magnetic tapes from which final reports of each ELINT collection mission are compiled. Period covered - 1963 to present.</p>	<p>33.0</p> <p>100.0</p>	<p>Temporary - Transcribe information from magnetic tape on to paper form and file in mission folders. Erase magnetic tapes. Retain folders in office area as long as needed for current operation, then transfer to Records Center in 1 cubic foot lots. Destroy 4 years after receipt in Records Center.</p> <p>Temporary - Retain in current files area indefinitely. When considered to be of no current value to retain in files area, transfer to Records Center for a period of 4 years. Recall from Records Center for reuse or destruction.</p>
20	<p><u>HEPC Report Files</u></p> <p>Consists of technical reports evolving from raw ELINT data prepared for the use of the Intelligence Community. Provides support to Agency ELINT technical operations and is disseminated to offices of interest in the Agency, such as SIGINT Highlights, HEPC Information Reports (EL-Bs), Technical Analysis Reports, Technical Reports derived from raw data</p>		

ITEM NO.	APPROVED FOR RELEASE 2001/08/13 : CIA-RDP78-07317A000100290001-2	CLASSIFICATION	DISPOSITION INSTRUCTIONS
20	<p><u>HEPC Report Files (Cont'd)</u></p> <p>prepared for use of Intelligence Community and published through NSA.</p> <p>A. <u>History File</u> - One copy of each final report will be set aside for archival purposes.</p> <p>B. <u>Extra Copies</u> - These copies will be used for supplemental distributions.</p> <p>(1) <u>Supplemental Distribution</u> - Ten copies of each report will be set aside for this activity.</p> <p>(2) <u>Reference File</u> - One copy of each report will be filed in AND/OEL for ready reference purposes.</p>	<p>5.0</p> <p>2.0</p> <p>2.0</p>	<p>Permanent - Disposal not authorized. Upon release, a copy will be sent to Records Center.</p> <p>Temporary - Destroy after 7 years. All unused copies of these reports will be destroyed 7 years from publication date by the Records Center.</p> <p>Temporary - Destroy after 2 years. Cut off at end of each calendar year. Hold in office area for 2 more years, then destroy.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
21 22	Cable Reference Files con't		
	(3) Other cables, e.g., State, Defense, OPCEN, CONCEN, and Director.	2.0	Temporary. Break files monthly, retain for six (6) months and then destroy.
	B. Office component cable files	1.0	Temporary. Maintain in current files area for one (1) month and destroy.
			STATINTL
			Approved:  2/4/74
			DD/S&T Records Management Officer
			STATINTL
			APPROVED:  7 Feb 74
			Date
			Records Administration Branch

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
92-70	22	<p><u>SUPPLEMENTAL EQUIPMENT MANUALS</u></p> <p>the manufacturers These manuals contain operating instructions and schematics for electronic equipment used by OEL. Each piece of equipment is required to have its own manual; therefore, one manual is retained in the component for reference and the remaining manuals for the duplicate equipment are set aside for future use. (If the pieces of equipment are issued outside the office, a manual must accompany each for use and maintenance instructions.)</p> <p>STATINTL</p> <p>Approved: </p> <p>APPROVED</p>		26	<p>Temporary. Transfer duplicate manuals to the Records Center. Review every 2 years to avoid accumulation of outdated and obsolete manuals.</p> <p>12/9/74</p> <p>12/11/74 Date</p>